

## SMiRA Co-ordinator Vacancy

### About SMiRA

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SMiRA was founded in 1992 as a registered UK charity supporting people dealing with Selective Mutism ("SM"). Based in the UK, SMiRA also has a large global online following and is a strong advocate for the SM community.

### Brief Job Description

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We are seeking a friendly and enthusiastic individual to join our team on a part-time basis. This role involves providing administrative and secretarial support to the Committee, co-ordinating meetings and ensuring the smooth day-to-day running of SMiRA.

The successful candidate will also assist with the organising and planning of occasional events and actively participate in Committee Meetings and our Facebook Messenger chat group as necessary.

Location: UK Resident. Home-based. (own internet access and computer and MS Office required).

Hours: Currently an average of 10 hours per week but flexible.

*Although work for most weeks is expected to fall well within this timescale there are times, e.g. October's Awareness Month, and other special events, when more time may be required. It should be noted that there is a requirement for some working outside normal office hours (e.g. evenings for Committee Meetings).*

Hourly Rate: £14.00

### Qualities Required

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- Empathy for individuals with SM and their families.
- Good understanding of SM including key terminology.
- Good Office management skills
- Clear, friendly and professional communication skills.
- Microsoft Office skills (Word at least).
- Confidence with social media including admin tasks such as posting and managing content.
- Familiarity with Zoom, including setting up and managing online meetings.

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### Selective Mutism Information & Research Association

**Hon. Vice-President:** Benita Rae Smith MRCSLT, MA

**Patrons:** Tony Cline BA, DipPsych., Ph.D. Jonathan Straight

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## Detailed Job Description

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### Enquiries and Email Management

- Respond to or forward enquiries, usually via email or Facebook Messenger.

*Typically, several enquiries are received each week, but activity may increase during busy periods, e.g. towards the end or beginning of term.*

*Queries vary from those requiring a simple response to others which need a detailed professional response. Many enquiries will require directing individuals to leaflets on our website, so a good working knowledge of the contents is essential. Some correspondence may need to be allocated to a Trustee for follow-up.*

### Meetings - organisation and administration

- Help the Committee stay on track by sending reminders of upcoming meetings and inviting members to suggest items for the Agenda.
- Schedule Committee Meetings (usually in the evening) and send invitations and agenda by both email and Committee Facebook chat group.
- Attend meetings and participate as required (up to 2 hours).
- Check draft Minutes produced by Secretary/Vice-Chair.
- Organise and schedule any other virtual meetings that may be required.

### Promotional Goods

- Handle sales administration and occasional dispatching of SMiRA promotional goods.
- Manage the stock of goods.
- Order new stock items.

### Website

- Liaise with the Webmaster regarding any new additions/amendments to the website (content, training courses, resources etc.).

### Fundraising support

- Offer information and support to those wishing to fundraise – either via email or Facebook messenger. (Training may be given).
- Liaise with Committee as necessary.

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## **Application Process**

If you wish to apply for the position, please complete the Coordinator Application Form explaining your motivation for applying for this role to Phil Thomason (Chairman, SMiRA) at:

[info@selectivemutism.org.uk](mailto:info@selectivemutism.org.uk)

Your candidature will be assessed but SMiRA cannot promise to reply to all candidates.

A short list of candidates will be made after the closing date for applications.

You will be invited to interview with the team if you are short listed.

**Applications without the Coordinator Application Form duly completed will not be considered.**

**SMiRA reserves the right to take up your references in due course. Satisfactory references need to be received before any appointment is offered.**

**The closing date for applications is 15<sup>th</sup> February 2026.**